

Department of Agriculture,
Office of the Secretary,
Washington.

March 23, 1897.

To all Chiefs, Officers, and Employees in the United States Department of Agriculture:

You are hereby notified that Hon. Joseph H. Brigham has been appointed Assistant Secretary of Agriculture by the President and confirmed by the Senate, and that all official documents issued by the Assistant Secretary of Agriculture from this date will bear his signature.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,

Office of the Secretary,

Washington, D. C.

MARCH 23, 1897.

To the Chiefs of the Scientific Divisions of the U. S. Department of Agriculture :

Dr. Chas. W. Dabney, Jr., of Tennessee, has this day been appointed as " Special Agent in charge of Scientific and Statistical Investigations " in this Department.

It will be the duty of this Special Agent to consider, for the information of the Secretary of Agriculture, the scientific and technical work of the Divisions of this Department specified below, to supervise the same under his direction, and to make recommendations respecting their scientific work, reports, papers, etc., for his action.

The following Divisions and Offices are hereby directed to report to the Secretary through this Special Agent:

Division of Forestry,
Division of Botany,
Division of Vegetable Physiology and Pathology,
Division of Agrostology,
Division of Pomology,
Division of Chemistry,
Division of Biological Survey,
Division of Soils,
Division of Entomology,
Office of Experiment Stations,
Office of Fiber Investigations,
Section of Foreign Markets, and Special Statistical Investigations,
Cotton and Tobacco.

All questions and official correspondence involving the scientific and technical work of said Divisions and Offices will be submitted to this Special Agent for approval and signature, unless such correspondence involves administrative policy, in which case it will be signed by the Secretary.

James Wilson

Secretary of Agriculture.

(C O P Y.)

8

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

Duplicate.

Subject:

It is hereby ordered that the Chief of the Bureau of Animal Industry in the Department of Agriculture shall have full supervision of all employees serving in such Bureau, and shall make recommendations directly to the Secretary of Agriculture in regard to removals, demotions, or other disciplinary action affecting such employees.

April 1st, 1897.

(Signed.) James Wilson,
Secretary of Agriculture.

Department of Agriculture,
Office of the Secretary,
Washington.

April 21, 1897.

The following report of the Appointment Clerk of the Department of Agriculture respecting the status of the classified service in the Department of Agriculture is hereby ordered to be published.

James Wilson,
Secretary of Agriculture.

U.S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE APPOINTMENT CLERK,
Washington, D.C., April 21, 1897.

The Honorable
The Secretary of Agriculture,
Washington, D. C.

Sir:

In compliance with your request, I have the honor to report the present status of the classified service, in the Department of Agriculture, to be as follows:

By the provisions of the Civil Service Act, and the rules of the Civil Service Commission, approved by the President, all the Officers, Clerks, and Employees of the Department of Agriculture, except those in the grade of mere Laborers and Charwomen, whether located in Washington, D.C., or elsewhere, are now embraced in the classified service.

These include the Chief Clerk of the Department, the Appointment Clerk, the Librarian, all Chiefs and Assistant Chiefs of Divisions, Scientists, Statisticians, Superintendents, Chiefs of Offices, Clerks and Copyists of every kind, State Statistical Agents, Field Agents, the Director of the Office of Experiment Stations, Chiefs of Sections, Experts, Folders, Engineers, Assistant Engineers, Firemen, Messengers, Assistant Messengers, Skilled Laborers, and Watchmen;

Also the Chief of the Bureau of Animal Industry, the Assistant Chief, and the Chief Clerk of the Bureau, all Clerks, Copyists, Superintendents of Quarantine Stations, Inspectors, Assistant Inspectors, Veterinary Inspectors, Microscopists, Assistant Microscopists, Taggers, Stock Examiners, and Live Stock Agents, in the Bureau of Animal Industry;

And also the Chief Clerk of the Weather Bureau, the Professors of Meteorology, Forecast Officials, Chiefs of Divisions, all Clerks, Local Forecasters, Observers, Experts, Compositors, Printers, Pressmen, Folders, Engineers, Firemen, Messengers, Assistant Messengers, Skilled Laborers, and Watchmen, in the Weather Bureau.

No place in the Classified service of the Department can now be filled by original appointment save upon certification from the United States Civil Service Commission.

No Engineer, Assistant Engineer, Fireman, Messenger, Assistant Messenger, Skilled Laborer, Watchman, nor any person in any subordinate grade, can be promoted to a clerical position before passing a civil service examination for promotion thereto.

(Over)

The Secretary of Agriculture, the Assistant Secretary of Agriculture, and the Chief of the Weather Bureau are above the classified Service, being appointed by the President, by and with the advice and consent of the Senate.

Employees in the subordinate grade of Laborer, Charwoman, etc., are not within the classified service. Of such subordinate grade, however, very few are employed in Washington.

Very respectfully,

J. B. Bennett

Appointment Clerk.

Department of Agriculture,
Office of the Secretary,
Washington.

September 30, 1897.

To the Chiefs of all Bureaus, Divisions, and Offices of the United
States Department of Agriculture:

The Chiefs of all Bureaus, Divisions, and Offices of the
Department are hereby directed to report the scientific and tech-
nical work of their respective Bureaus, Divisions, and Offices di-
rect to the Secretary of Agriculture for his immediate supervision
and direction. The order dated March 23, 1897, directing certain
Divisions and Offices to report to the Secretary through the Special
Agent in charge of Scientific and Statistical Investigations in
this Department, is hereby terminated.

James Wilson

Secretary of Agriculture.

THE HISTORY OF THE
CITY OF BOSTON
FROM 1630 TO 1800

By J. B. COOPER

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

By J. B. COOPER

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

United States Department of Agriculture

Office of the Secretary,

Washington, D. C.

FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room

OCTOBER 23, 1897.

To the Chiefs of all Bureaus, Divisions, and Offices
of the Department of Agriculture.

The President of the United States on July 27, 1897, amended Civil Service Rule 2 by adding thereto a new section, which reads as follows:

“8. No removal shall be made from any position subject to competitive examination except for just cause and upon written charges filed with the head of the Department or other appointing officer and of which the accused shall have full notice and an opportunity to make defense.”

This new rule, as well as all other Civil Service Rules, will be strictly observed in the Department of Agriculture.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

DECEMBER 17, 1897.

TO CHIEFS OF BUREAUS, OFFICES, AND DIVISIONS,
DEPARTMENT OF AGRICULTURE:

Your attention is directed to section 7 of the legislative appropriation act, approved March 2, 1895, by which the head of each Executive Department in the city of Washington is required to submit a statement in the annual book of estimates as to the condition of business in his Department, showing whether any part of the same is in arrears, and if so, in what divisions of the respective bureaus, offices, and divisions of his Department such arrears exist, the extent thereof, and the reasons therefor.

Under this act I am requested by the Secretary of the Treasury to cause to be prepared a report in accordance with the above provisions so far as pertains to this Department, as of date November 30, 1897, and to forward the same for transmittal to Congress at the earliest possible date. Be good enough, therefore, to transmit to me such a statement in regard to your own bureau, division, or office as will enable me to comply with the above request. The delay which has already occurred in supplying such information necessitates my calling upon you to file this statement in the office of the Chief Clerk not later than 10 a. m., December 18.

Respectfully,

James Wilson

Secretary.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

JANUARY 6, 1898.

TO CHIEFS OF BUREAUS, DIVISIONS AND OFFICES:

In order to facilitate business and prevent mistakes in correspondence, it is directed that hereafter on all letters intended for the signature of the Secretary of Agriculture or of the Assistant Secretary there shall be clearly indicated, in the upper right-hand corner, the Division or Office in which the letter is prepared.

By order of the Secretary.

Andrew Geddes,

CHIEF CLERK.

United States Department of Agriculture
Office of the Chief Clerk
Washington, D. C.

January 11, 1906

To the Honorable Secretary of the Interior

In reply to letter of January 10, 1906, in which you are directed to inform me as to the status of the application for a patent for the use of the word "Buckeye" in connection with the manufacture of automobiles, I am directed to inform you that the same is now pending before the Commissioner of Patents, and that the same will be referred to the Commissioner of Patents for his consideration.

Very respectfully,
Your obedient servant,

Robert F. Johnson

(Enc. 1)

Department of Agriculture,
OFFICE OF CHIEF CLERK.
Washington, D.C.

Washington, January 17, 1898.

CHIEFS OF BUREAUS AND DIVISIONS:

Employees of the Department will not be excused to go on leave until the return slip on the application has been signed by the Chief Clerk. At once upon return from leave, these slips must be properly filled out and promptly sent to the Time Clerk.

Attention is also called to the requirement that employees going on leave which will include the last day of the month must first sign the pay roll.

By order of the Secretary.

Andrew Geddes

Chief Clerk.

OFFICE OF THE
SHERIFF
COUNTY OF LOS ANGELES

INVESTIGATION REPORT

DATE: 10/10/1964

On 10/10/64, a report was received from the Los Angeles Police Department (LAPD) regarding a possible violation of the California Penal Code, Section 261(a)(2)(B), which pertains to the offense of sexual intercourse with a minor. The report was received from a confidential source who has provided reliable information in the past. The source stated that on or about 10/10/64, a male individual, approximately 25 years of age, was observed in the company of a female minor, approximately 17 years of age, at a location in the City of Los Angeles. The source further stated that the male individual was observed to have engaged in sexual intercourse with the female minor. The source did not provide a name for the male individual, but did provide a description of his physical characteristics. The source also stated that the female minor was a resident of the City of Los Angeles and was a high school student. The source requested that the Sheriff's Office investigate this matter and take appropriate action.

10/10/64

10/10/64

10/10/64

10/10/64

Department of Agriculture,
OFFICE OF CHIEF CLERK.
Washington, D.C.

June 25, 1898.

To the Chiefs of Bureaus and Divisions:

All employees of this Department whose services can be spared will be excused today at 3 P.M., and at the same hour on Saturdays during the heated term, or until further orders.

By direction of the Secretary.

Andrew Geddes,

Chief Clerk.

Department of Agriculture
Office of Plant Industry
Washington, D.C.

June 10, 1914

Dear Sir:

I have the honor to acknowledge the receipt of your letter of the 5th inst. in relation to the matter of the proposed purchase of the land in the State of California, and in reply to inform you that the same has been referred to the proper authorities for their consideration.

Department of Agriculture,
OFFICE OF CHIEF CLERK.
Washington, D.C.

November 18, 1898.

TO THE CHIEFS OF BUREAUS AND DIVISIONS:

The telephone placed in your office is to be used only on official business. In cases of sickness in the families of employees, or where there is business of grave importance, employees may be permitted to use the telephone, but this permission must be granted under a strict discretion of the Chiefs.

By order of the Secretary.

Andrew Geddes,

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

FEBRUARY 28, 1900.

IT IS HEREBY ORDERED:

That the Chief Clerk of the Department of Agriculture, together with the Chief of the Bureau or Division wherein a promotion or reduction is desired to be made, shall hereafter constitute the Board of Promotion Review.

James Wilson

Secretary of Agriculture.

CONFIDENTIAL
DO NOT DISCLOSE
TO ANY OTHER PERSON

U.S. DEPARTMENT OF JUSTICE

THE FOLLOWING IS A SUMMARY OF THE INFORMATION CONTAINED IN THE
ATTACHED DOCUMENTS. IT IS NOT TO BE USED FOR ANY OTHER PURPOSE
WITHOUT THE WRITTEN PERMISSION OF THE ATTORNEY GENERAL.

Very truly yours,
Attorney General

December 1, 1900

Beginning with the first day of December, 1900, the designation of Mr. Jared L. Smith, of the Department of Agriculture, shall be ~~the~~ Chief of the Section of Seed and Plant Introduction, and as such, for the purpose of unifying the work of that Section with that of certain other branches of the Department, he is hereby directed to confer upon all matters of general policy and plan with the Director of Plant Industry in the Department of Agriculture.

(Signed) James Wilson,
Secretary of Agriculture

Department of Agriculture,
OFFICE OF CHIEF CLERK.
Washington, D.C.

OCTOBER 18, 1901.

THE CHIEFS OF

BUREAUS, DIVISIONS, OFFICES, AND SECTIONS:

The following is published for your information, guidance, and compliance:

“EXECUTIVE MANSION,

WASHINGTON, October 17, 1901.

MY DEAR SIR:

I am directed by the President to bring to your attention his desire to change the headings, or date lines, of all official papers and documents requiring his signature, from ‘Executive Mansion’ to ‘White House.’

In view of the approaching session of the Congress, it will become necessary in preparing nominations for the Senate, as well as messages for either House of Congress, to observe the above change.

Very truly yours,

(Signed) GEO. B. CORTELYOU,
Secretary to the President.

HON. JAMES WILSON,
Secretary of Agriculture.”

By order of the Secretary:

Andrew Geddes,

Chief Clerk.

Department of Agriculture,
Office of the Secretary,
Washington, D.C.

APRIL 15, 1902.

DEAR SIR:

The growing importance of bringing the State Experiment Stations into closer contact with the Department in the matter of cooperative work makes it desirable to consider certain questions relative to lines of action which will facilitate the exchange of views between those engaged in both Department and Station investigations. In all work of this nature two things are essential: (1) A preliminary exchange of views between those who are to have immediate charge, for the purpose of reaching a general understanding in regard to lines along which the investigations are to be conducted; (2) a definite agreement, after the preliminaries have been settled, showing clearly what the Department, on the one hand, and the Station, on the other hand, are to do. To carry out this plan it is desirable that the following line of action be pursued in the future in arranging for cooperative work with the Stations:

- (1) The Chiefs of the Bureaus or Divisions in the Department desiring cooperation with the Stations shall bring the matter to the attention of the Director or other proper officer of the Station, outlining briefly the line of work it is intended to pursue and suggesting the designation of some one in the Station who can take up the preliminaries with the representative of the Bureau or Division and arrange matters for final action by the Department and the Station authorities.
- (2) As soon as all preliminaries are arranged, a draft of the agreement should be prepared and submitted for the approval of the Secretary of Agriculture on the one hand and the proper officer of the Station on the other. Under this agreement, the responsibility of both the Department and the Station being clearly set forth, the men who are to do the work will be free to carry it out in such manner as in their judgment may seem best, keeping, of course, clearly within the lines of the contract. By a general adoption of this plan many of the difficulties heretofore encountered can be overcome, and there will be in all cases a clearly defined understanding as to the responsibilities of all parties concerned.
- (3) For the purpose of keeping the records complete, one copy of the signed agreement shall be filed with the Chief of the Bureau or Division cooperating and another with the Director or proper officer of the Station, and copies of all agreements shall also be furnished to the Office of Experiment Stations, this Department, and to the men in both the Station and the Bureau who are to carry out the work.

Respectfully,

James Wilson

Secretary.

(COPY)

UNITED STATES DEPARTMENT OF AGRICULTURE.
OFFICE OF CHIEF CLERK.
Washington, D.C.

October 6, 1902.

All employees of this Department who have been in the Army or Navy are permitted to leave their desks whenever it is necessary or desirable for them to visit the re-unions of their several regiments, or to attend meetings incident to the Encampment, but permission must first be obtained from the respective Chiefs of Bureaus or Divisions.

By order of the Secretary:

Andrew Geddes

Chief Clerk.

March 31, 1903.

United States Department of Agriculture.

REGULATIONS GOVERNING APPOINTMENT TO POSITIONS OF MERE UNSKILLED LABORER UNDER THE DEPARTMENT OF AGRICULTURE IN THE DISTRICT OF COLUMBIA.

In the exercise of power vested in the President by the Constitution and by section 1753 of the Revised Statutes, the following regulations governing appointment to positions of mere manual unskilled laborer under the Department of Agriculture in the District of Columbia, having been recommended by the Secretary of Agriculture and the Civil Service Commission, are hereby approved and promulgated, to be effective from and after July 2, 1902:

1. These regulations shall not have the effect of bringing positions of mere laborer within the provisions of the Act of January 16, 1883, known as the civil-service act, or of the rules in pursuance thereof; but the system of appointments hereby established shall be separate and distinct from the classified service.

2. No person shall be appointed to, or employed in, any position of mere laborer under the Department of Agriculture in the District of Columbia except in accordance with these regulations.

3. The Secretary of Agriculture shall appoint a board of labor employment of not less than three members, who shall be officers or employees of the Department of Agriculture, and who shall be divided as nearly as practicable between different political parties.

4. Each applicant shall make application on a form prescribed by the Board of Labor Employment and approved by the Civil Service Commission, showing his age, physical condition, and other qualifications for the performance of mere manual labor, as indicated by his past occupations. The form of application shall be accompanied by certificates, or vouchers, from three reputable citizens who have knowledge of and are competent to testify as to the applicant's character and qualifications for performing manual labor.

5. Political or religious affiliations of applicants shall not be given any consideration whatever, nor shall political indorsements be received or entertained.

6. Applications of persons over 65 years of age will not be considered, except of honorably discharged United States soldiers or sailors of the civil war or of the Spanish-American war and of those entitled to the benefits of section 1754, Revised Statutes.

7. Applications shall not be received from persons who are badly crippled or deformed, or from persons who are not citizens of the

United States; applicants who claim citizenship through naturalization shall be required to submit to the board documentary proof of their naturalization.

8. Applications shall be received by the Board of Labor Employment at any time. On the first of January and the first of July of each year the board shall determine the relative fitness of each applicant who has filed his application in complete form within the six months preceding; the rating or determination of relative fitness shall be made on a scale of 100 and based upon a careful consideration of the applicant's age, his physical qualifications for performing mere manual labor, and his ability and adaptability to perform such labor, special consideration being given any former service as laborer in the Department. In rating an applicant no credit shall be given for any qualifications which he may possess other than those for the performance of manual labor, as above enumerated. The fact that an applicant can not read and write shall not be considered in determining his rating. Whenever in any case the board is unable to determine satisfactorily the rating of an applicant upon the information furnished in connection with the application, it may secure such further information as it may desire in respect to the applicant's character or ability, and may summon the applicant to appear personally before the board or its representative: *Provided*, That all information or matter which is given any consideration in determining the rating shall be reduced to writing and made a part of the applicant's papers. All applicants who receive a rating of 70 or more shall be deemed eligible. Whenever it may be necessary, in order to supply qualified persons for appointment, the board may at any time between January 1 and July 1 rate all applicants whose applications may be at such time on file and unrated.

9. As soon as the board has completed the rating of applicants for any period, as provided in section 8 of these regulations, it shall enter upon the register of eligibles the names of all those whom it has determined, in accordance with said section, to be eligible for the performance of mere manual labor, arranged in the order of relative fitness, with the highest first: *Provided*, That the names of eligibles who are entitled to preference under section 1754 of the Revised Statutes shall be placed at the head of the register in the order of their ratings. Separate registers of eligibles shall be kept, one for males and one for females. The period of eligibility shall be one year from the date on which the name of an eligible is entered on the register.

10. Whenever the Secretary of Agriculture desires to fill, by original appointment, an existing vacancy in the position of mere manual laborer, upon his request the Board of Labor Employment shall certify

to him from the male or female register, as indicated in the request, the three names at the head thereof which have not been three times certified. Of the three names certified the Secretary of Agriculture shall select one for appointment, and if, at the time of the selection, there are more vacancies than one, he may select more than one. The policy of the Department will be to select for appointment the highest of the three names certified, unless, for some reason satisfactory to the Department, it is deemed best to select one of the others. A person selected for appointment shall receive a certificate for a probationary period of six months, at the end of which period, if his conduct and capacity are satisfactory to the Secretary of Agriculture, his retention in the service shall be equivalent to his absolute appointment; but if his conduct or capacity be not satisfactory, he shall be notified that he will not receive absolute appointment because of such unsatisfactory conduct or want of capacity, and such notification shall discharge him from the service. Removal during the probationary period or after absolute appointment shall be made without any regard to political or religious affiliations. Whenever a person is separated from the position of mere manual laborer for any reason, he shall be given what may be known as a separation card, upon which shall be entered a statement of the reasons for his separation and of the character of service rendered by him.

11. Persons appointed through certification by the Board of Labor Employment under these regulations shall not be assigned to the performance of any clerical duty or of any duty properly belonging to any position classified under the civil-service law; and the compensation paid to any person appointed under these regulations shall not exceed fifty dollars per month or six hundred dollars per annum.

12. The records of the Board of Labor Employment shall at all times be open to the inspection of the Civil Service Commission or its authorized representatives.

13. In connection with his monthly report of changes to the Commission the Secretary of Agriculture shall certify whether any person holding a position of mere manual laborer under these regulations has been assigned to clerical duty or any other duty properly belonging to a position classified under the civil-service law.

14. The Civil Service Commission, whenever it shall find that any person is holding a position contrary to the provisions of these regulations, shall, after notice to the person affected and an opportunity for explanation or other statement, certify information of the fact of such irregularity to the Secretary of Agriculture, and then if such person be not dismissed within thirty days, to the disbursing and auditing officers through whom the salary or wages of such person is by law required to be paid; and thereafter such disbursing or

auditing officers shall not pay or permit to be paid to such person any salary or wages which accrue after such certificate has been received by him.

15. These regulations may be amended either by the President or by the concurrent action of the Secretary of Agriculture and the Civil Service Commission.

THEODORE ROOSEVELT,
President.

JAMES WILSON,
Secretary of Agriculture.

Dated July 2, 1902.

REGULATION 9 AMENDED. AUG 29 1902

Section 9, of the Regulations Governing Appointment to Positions of Mere Unskilled Laborer Under the Department of Agriculture in the District of Columbia, is hereby amended by inserting after the word "males" the words "between the ages of fourteen and twenty-one years, and one for males between the ages of twenty-one and sixty-five years," and add after the word "females" the following words: "Between the ages of fourteen and twenty-one years, and one for females between the ages of twenty-one and sixty-five years," so that the section will read as follows when so amended:

9. As soon as the board has completed the ratings of applicants for any period, as provided in section 8 of these regulations, it shall enter upon the register of eligibles the names of all those whom it has determined, in accordance with said section, to be eligible for the performance of mere manual labor, arranged in the order of relative fitness, with the highest first: *Provided*, That the names of eligibles who are entitled to preference under section 1754 of the Revised Statutes shall be placed at the head of the register in the order of their ratings. Separate registers shall be kept—one for males between the ages of fourteen and twenty-one years, and one for males between the ages of twenty-one and sixty-five years, and one for females between the ages of fourteen and twenty-one years, and one for females between the ages of twenty-one and sixty-five years. The period of eligibility shall be one year from the dates on which the name of an eligible is entered on the register.

(Signed)

JAMES WILSON,
Secretary of Agriculture.

(Signed)

W. D. FOULKE,
Acting President, U. S. Civil Service Commission.

August 29, 1902.

**REGULATIONS GOVERNING APPOINTMENT TO POSITIONS OF MERE
UNSKILLED LABORER UNDER THE DEPARTMENT OF AGRICUL-
TURE IN THE DISTRICT OF COLUMBIA.**

REGULATION 10 AMENDED.

Section 10 of the Regulations Governing Appointment to Positions of Mere Unskilled Laborer under the Department of Agriculture in the District of Columbia, is hereby amended by adding after the words: "Whenever the Secretary of Agriculture desires to fill, by original appointment, an existing vacancy in the position of mere manual laborer," the following words: "In some specified bureau, division, or office;" and by adding, after the words "upon his request the Board of Labor Employment shall certify to him from the male or female registers, as indicated in the request, the three names at the head thereof which have not been three times certified" the words "to such specified bureau, division, or office;" so that the section, as amended, shall read as follows:

10. Whenever the Secretary of Agriculture desires to fill, by original appointment, an existing vacancy in the position of mere manual laborer in some specified bureau, division, or office, upon his request the Board of Labor Employment shall certify to him from the male or female registers, as indicated in the request, the three names at the head thereof which have not been three times certified to such specified bureau, division, or office. Of the three names certified the Secretary of Agriculture shall select one for appointment, and if, at the time of the selection, there are more vacancies than one, he may select more than one. The policy of the Department will be to select for appointment the highest of the three names certified, unless, for some reason satisfactory to the Department, it is deemed best to select one of the others. A person selected for appointment shall receive a certificate for a probationary period of six months, at the end of which period, if his conduct and capacity are satisfactory to the Secretary of Agriculture, his retention in the service shall be equivalent to his absolute appointment; but if his conduct or capacity be not satisfactory, he shall be notified that he will not receive absolute appointment because of such unsatisfactory conduct or want of capacity, and such notification shall discharge him from the service. Removal during the probationary period or after absolute appointment shall be made without any regard to political or religious affiliations. Whenever a person is separated from the position of mere manual labor for any reason, he shall be given what may be known as a separation card, upon which shall be entered a statement of the reasons for his separation and of the character of service rendered by him.

(Signed)

JAMES WILSON,
Secretary of Agriculture.

(Signed)

WM. D. FOULKE,
Acting President, U. S. Civil Service Commission.

March 31, 1903.

COPY

July 1, 1903.

It is hereby ordered that upon expiration, the 15th instant, such employees of the Executive Department, the Government Printing Office and the Navy Yard and Office, as served in

It is hereby ordered that the services of Mr. Daniel J. Carroll as a member of the Board of Labor Employment of the U. S. Department of Agriculture terminate with June 30, 1903, and that Mr. Edgar B. Calvert, Chief of Division in the Weather Bureau is hereby appointed a member of the said Board of Labor Employment to take effect on this date, vice Daniel J. Carroll.

J. H. BRIGHAM,

Acting Secretary of Agriculture.

White House,

October 10, 1903.

(COPY)

It is hereby ordered that upon Thursday, the 15th instant, such employees of the Executive Departments, the Government Printing Office and the Navy Yard and Station, as served in the Army of the Potomac, the Army of the Ohio, the Army of the Tennessee or the Army of the Cumberland, in the military service of the United States during the late civil war, shall be excused from duty at one o'clock P.M. for the remainder of that day, to enable them to participate in the exercises of the unveiling of the statue erected to the memory of the late General William T. Sherman.

Theodore Roosevelt.

White House,

October 10, 1903.

It is hereby ordered that upon Thursday, the 15th instant,
the members of the Executive Department, the Government
Printing Office and the Navy Yard and Station, as arrived in
the Army of the Potomac, the Army of the Ohio, the Army of the
Tennessee or the Army of the Cumberland, in the military service
of the United States during the late civil war, shall be examined
every day at one o'clock P.M. for the remainder of that day, so
as to be able to participate in the exercises of the unveiling of
the statue erected to the memory of the late General William T.

Sherman.

Respectfully,
Theodore Roosevelt.

White House,

October 10, 1902.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

October 26, 1903.

TO CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

Salaries of officers and employees of the Department of Agriculture will be paid twice in each month, i. e., on the fifteenth and on the last days of the month, unless those dates fall on Sunday or on a legal holiday, when payment will be made on the preceding day. Payment will be made in the following manner:

1. All Chiefs of Bureaus, Divisions, and Offices will be paid in the private office of the Disbursing Clerk.
2. All employees except those actually employed in the Weather Bureau, Atlantic Building, the building occupied by the Bureau of Statistics, and Divisions of Biology and of Entomology, and the Main Building of the Department, will be paid at the pay window of the Disbursing Office, between the hours of 9.30 o'clock a. m. and 2.30 o'clock p. m.
3. The buildings above enumerated, with the exception of the Weather Bureau, will be visited by the cashier, who will pay those employees performing service therein.
4. All per diem employees will be paid at the Disbursing Office between 2.30 and 3 o'clock p. m., and such employees are requested not to present themselves except at the stated time.
5. The place of payment will be determined by the above rules, and not by the rolls. Thus if an employee of the Bureau of Forestry be employed in the building occupied by the Bureau of Chemistry, such employee will be paid at the Disbursing Office and not at the Atlantic Building.
6. Watchmen and charwomen will be paid at 9.15 o'clock a. m. in the office of the Chief Engineer and Captain of the Watch.

Chiefs of Bureaus, Divisions, and Offices are requested to file in the Disbursing Office at once a complete list of their employees, showing the building of the Department in which each employee performs service; and at least two days before each pay day each Chief will inform the Disbursing Clerk of any change since the preceding pay day in the location of any employee. It is absolutely essential that these lists should be filed promptly, and that all employees should be made familiar with the method of payment. These rules are in effect on and after the date hereof and the location lists should be filed at once.

Officers and employees are expected to draw their salaries upon the days set, and, unless prevented by sickness, or absence from other unavoidable cause, should not fail to present themselves promptly. The practice of allowing salary envelopes to remain in the Disbursing Office from pay day to pay day must be discontinued.

F. L. EVANS,
Chief of Division and Disbursing Clerk.

Approved:

WILLIS L. MOORE,
Acting Secretary.

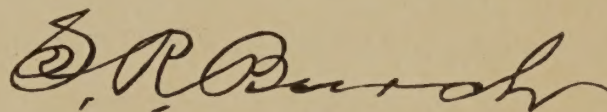
United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

FEBRUARY 28, 1905.

EMPLOYEES, DEPARTMENT OF AGRICULTURE:

The Chairman of the Inaugural Committee on Decorations has requested that all who can will decorate their private residences on the 4th of March, by flying to the breeze the National flag as a patriotic feature of the day's observance.

The Secretary approves the suggestion, and makes the request that all who can will comply with the same by displaying the National emblem, which will aid materially in beautifying the city on that memorable occasion, the Inauguration of our President.



Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

APRIL 6, 1905.

TO THE CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

For some reason it seems to have been impossible to secure the articles designed for the Yearbook of the Department early enough to permit of their being properly edited and prepared for the printer, so as to allow of the prompt appearance of this publication. Believing that this may be due to the fact that you are usually called upon to submit the titles of articles which you are prepared to furnish for the forthcoming Yearbook about midsummer, at which time many of those upon whom you depend for this service are absent, either on duty or on leave, I have concluded to invite you to take up this matter now and submit not later than the 20th instant a list of the articles which you are prepared to furnish.

You will please bear in mind, in the preparation of such articles, that none should exceed in length 7,500 words—5,000 being preferable; secondly, that the Yearbook being designed for popular use and wide distribution, no article can be admitted which is of interest to only a limited number of readers; thirdly, that all copy must be in the hands of the Editor *on or before October 30, 1905*. The Editor is instructed to exclude all articles which, in his judgment, do not fully maintain the high standard desired.

In submitting titles of articles you will please state how many illustrations, if any, will be necessary, and whether the same be plates or text figures, and whether any colored plates are desired. Only such illustrations as are absolutely necessary will be admitted, and only such should be submitted. The Division of Publications will assist in the preparation of drawings for text figures.

I take this occasion to emphasize in the strongest terms my intention that no Bureau, Division, or Office of this Department shall be unrepresented in the Department Yearbook. It seems impossible to conclude that the work of any one of our Bureaus, Divisions, or Offices should be so barren of results or so lacking in general interest as to yield nothing worthy of presentation in the Department Yearbook. As the title of this publication indicates, the articles contributed should in general preferably cover some important work achieved or undertaken during the year.

Very respectfully,

James Wilson

Secretary.

United States Department of Agriculture,

OFFICE OF THE SECRETARY.

[1905.—Department Circular No. 2.]

WASHINGTON, D. C., *April 15, 1905.*

TO THE OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE.

For your information and guidance in the duties of your respective positions in the Department, I direct your attention to the following executive orders, etc., issued by the President and to the Civil Service Rules. It is very necessary that strict attention and observance be paid to the conditions and limitations of employment, especially with regard to laborers, as therein set forth, and note should be made of the instruction of the President to the Secretary of the Treasury, as follows:

I have recently issued orders classifying all laborers who have been doing classified work. Registers of laborers had been established * * * and the auditors will take note that where any man is appointed save from these registers he is illegally appointed and is not entitled to receive any salary.

It is very necessary that the Chiefs of the several Bureaus, Divisions, and Sections of the Department permit no person to enter upon any duties or work under their control until the person has received an appointment from the Secretary, and I have strictly charged the Appointment Clerk to present no appointment to me or to the Acting Secretary for signature except it be made in strict accordance with the orders of the President and the Rules of the Classified Civil Service and is initialed by him.

EXECUTIVE ORDER.

No person shall be appointed or employed in any Executive Department or Office for the performance of any service of the character performed by classified employees except in accordance with the provisions of the civil-service rules; and before making any appointment or employment for service with respect to which there may be reasonable doubt as to the requirement of examination the head of the Department or Office shall confer with the Civil Service Commission for the purpose of determining whether examination is required, and when such conference does not result in agreement the case shall be presented to the Attorney-General for his opinion.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *November 29, 1904.*

EXECUTIVE ORDER.

Laborers in the Executive Departments and Offices in Washington, who were reported in the lists furnished by the Departments to the Civil Service Commission in 1902, in compliance with section 3, Civil-Service Rule XII, as amended January 23, 1902, whose principal duties were at that time and are

now of the grade performed by classified employees, will be regarded as classified laborers in the positions occupied by them on the date of this order and may be promoted to clerical grade, or be transferred, in the manner provided by the civil-service rules and regulations.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *January 12, 1905.*

FROM ACT MAKING APPROPRIATIONS FOR THE DEPARTMENT OF AGRICULTURE FOR
THE FISCAL YEAR ENDING JUNE 30, 1906.

All classified laborers whose positions are transferred from the lump funds to the statutory rolls are hereby placed in the classified service without further examination in the grades and at the rates of compensation herein provided.

Approved, March 3, 1905.

EXECUTIVE ORDER.

Laborers classified as clerks shall not receive further increase of compensation without examination and certification under the regulations governing promotion from the subclerical to the clerical grade.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *March 11, 1905.*

EXECUTIVE ORDER.

On January 12, 1905, I directed the classification of certain laborers in the Departments at Washington whose principal duties were of a classified character. These were laborers who had been doing classified work since 1902, when regulations were issued for the appointment of laborers by competitive tests. It now appears from reports made by the heads of Departments that since these regulations were made a considerable number of laborers have been assigned to classified work. With the view that *hereafter under no circumstances whatever shall any unclassified laborer be assigned to classified work*, I direct that the additional laborers referred to as shown in reports already made to the Civil Service Commission be regarded as classified in the positions occupied by them on the date of this order, and that they may be promoted to the clerical grade or transferred in the manner provided by the civil-service rules and regulations. Laborers who, in connection with their usual duties, are to perform work of the grade performed by classified employees, shall be appointed upon certificate by the Commission from appropriate registers of eligibles in the manner provided by the civil-service rules.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *March 30, 1905.*

Attention is particularly invited to two provisions of the order:

- (1) Under no circumstances whatever shall any unclassified laborer be assigned to classified work.
- (2) Laborers who, in connection with their usual duties, are to perform work of the grade performed by classified employees, shall be appointed upon certificate by the Commission from appropriate registers of eligibles in the manner provided by the civil-service rules.

THE WHITE HOUSE,
Washington, March 30, 1905.

To the SECRETARY OF THE TREASURY:

I have recently issued orders classifying all laborers who have been doing classified work. Registers of laborers had been established and it was ordered that all unclassified laborers should be appointed from those registers. Heads

of Departments, Bureaus, and Offices are of course explicitly prohibited from hereafter appointing any laborer except from these registers, where such registers have been established, and the Auditors will take note that where any man is appointed save from these registers he is illegally appointed and is not entitled to receive any salary.

Please call the attention of the Auditors of the several Departments to the above.

THEODORE ROOSEVELT.

CIVIL-SERVICE RULE II, SECTION 5.

Laborers who, in connection with their usual duties, are to perform work of the grade performed by classified employees, shall be appointed upon certification by the Commission from appropriate registers of eligibles in the manner provided by these rules; and a person employed merely as a laborer or workman without examination under these rules shall not be assigned to work of the grade performed by classified employees.

CIVIL-SERVICE RULE XII, SECTION 3.

Any person in the executive civil service who shall willfully violate any of the provisions of the civil-service act or of these rules shall be removed from the service.

Copies of the Civil Service act, rules and regulations, and Manual of Examinations may be obtained from the Civil Service Commission.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

APRIL 17, 1905.

REGULATIONS GOVERNING APPOINTMENTS TO POSITIONS OF EXPERT AND AGENT
IN THE DEPARTMENT OF AGRICULTURE.

1. In pursuance of the provisions of Section 3 of Civil Service Rule II, the following regulations governing appointments to excepted positions of agent and expert in the Department of Agriculture are approved:

2. To secure the uniform and proper interpretation of these regulations, the following definitions of the terms agent and expert are adopted:

(a) An agent is one who is employed to act for or to represent the Department of Agriculture in some locality or territory outside of Washington and whose duties are of such a temporary or special character or whose compensation is so low as to render it impractical to adequately fill the position by open competitive examination.

(b) An expert is one who has such rare, peculiar, or unusual skill or experience in some department or branch of knowledge as to render his qualifications essentially different from or superior to those required by any classified employees in competitive positions, and not likely to be possessed in an equal or superior degree by other persons who might be available for appointment.

3. Whenever the Secretary of Agriculture finds it necessary to appoint an expert or agent, he shall report to the Civil Service Commission in the next monthly report of changes in the Department the nature of the work to be done by such agent or expert, accompanied by a statement of his qualifications as governed by the definitions herein set forth, and with such report, or as soon as practicable thereafter, the Secretary shall furnish to the Commission a statement by the person appointed as such expert or agent, upon a form to be agreed to by the Commission and the Department, showing his experience, education, references, and qualifications. The Secretary shall also furnish to the Commission, in the same form and manner, statements containing similar information relative to the employees of the Department now assigned as experts or agents.

4. These regulations may be amended at any time by the Civil Service Commission in accordance with the Civil Service rules, after conferring with the Secretary of Agriculture.

HENRY F. GREENE,
Civil Service Commissioner.

JAMES WILSON,
Secretary of Agriculture.

[Faint, illegible handwriting throughout the page]

Department of Agriculture,
OFFICE OF CHIEF CLERK.
Washington, D.C.

April 29, 1905.

TO THE EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

The Commissioners of the District of Columbia were authorized by act of Congress approved April 27, 1904, to ascertain the amount of Potomac water used by each Department, and they have called the attention of the Secretary to the fact that this Department is using a very large quantity of water, The Secretary therefore directs that the utmost economy be exercised in said use of water, consistent with the requirements of good service.

To illustrate: The Commissioners report one Bureau as using 35,500 gallons per day, which would seem there must be some unnecessary waste.

The capacity of the Washington aqueduct has very nearly been reached, which calls for strict economy in the use of the same.

S.R.Burch

Chief Clerk.

Exposition Universelle
Internationale
de Paris 1889

C
O
P
Y
DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington

July 8, 1905

ORDERS GOVERNING THE PREPARATION OF MONTHLY CROP REPORTS OF THE BUREAU OF STATISTICS.

It is hereby ordered that the following methods be used hereafter in the Bureau of Statistics of this Department in the handling, compilation, and preparation of monthly crop reports:

First: The following classes of correspondents send their reports to the Bureau of Statistics for tabulation: County correspondents, township correspondents, individual farmers, cotton ginner, special cotton correspondents.

The schedules sent in by the above-named correspondents are tabulated in the Division of Domestic Crop Reports.

In order to prevent the possibility of collusion among any of the clerks engaged in this tabulation, or of any individual clerk drawing deductions from the results shown for any State or States tabulated by him (which they, or he, might be tempted to disclose improperly), the following method must be employed in dealing with States of relatively large production:

(a) After the schedules have been tabulated on the sheets for the respective States, the figures thereon shall be added for each crop represented so as to show a total for only a portion of the State, omitting a group of counties at the bottom of the sheet; as rapidly as such partial totals are made the sheets must be handed to the chief of the division.

(b) The chief of the division will then number the tabulation sheets at the top (where the names of the States to which they relate are written) and at the foot (where there is nothing to indicate the States to which they relate), using the same number at both the top and the foot of each sheet. He will place these numbers on a separate sheet kept on his desk - without making any memorandum to show the States to which they pertain, but for the purpose of avoiding the use of the same number on sheets relating to different States.

(c) The chief of the division will then, personally, cut the tabulation sheets in two parts, so that the partial total will be at the top of the lower part and so that no names of counties will appear thereon.

(d) He will immediately deliver the upper part, upon which the name of the State is written, to the Statistician.

(e) The chief of the division will then issue the lower parts of the tabulation sheets to clerks, in other rooms from those in which they were tabulated and partially added, who will make the final additions and compute the averages thereon. As rapidly as they are completed by the clerk, the chief of the division will deliver them to the Statistician, who will be able to assign the figures to their proper States by means of the numbers placed on the top and on the bottom of the sheets before they were cut in two.

(f) The tabulation of county and township correspondents' schedules

relating to cotton in Texas and Georgia shall be delivered, by the chief of the division, as soon as completed, to the Secretary or Assistant Secretary of Agriculture (instead of to the Statistician), who will keep said sheets in a locked receptacle until the morning of the day on which the cotton report is issued, when they will be delivered to the Statistician by the Secretary or Assistant Secretary.

Second. The reports of State statistical agents are handled only by the Statistician and his associate.

In order to prevent access to such of these reports as relate to speculative crops by any person connected with the Bureau of Statistics prior to the day on which the Bureau's report to which they relate is issued, or the possibility of premature information being derived from them, they will be addressed to the Secretary of Agriculture, the address to be written with red ink and the letter "A" to be plainly marked on the ends of the envelopes in which they are transmitted. The letters thus addressed will be delivered by the postal authorities to the Secretary of Agriculture, or Assistant Secretary, in sealed mail pouches. These pouches will be opened only by the Secretary or Assistant Secretary who will place their contents in a safe, with seals unbroken, where they will remain, sealed, until the time arrives for their use in preparing the crop estimates.

(a) In regard to cotton. - These reports of the State statistical agents shall not be removed from the safe and their seals broken until the morning of the day on which the report on cotton is issued, when they will be delivered to the Statistician by the Secretary or Assistant Secretary.

(b) In regard to other crops (reports upon several of which are made each month by the State statistical agents.). - Agents shall be instructed to inclose their reports relating to what are known as "speculative crops" (such as wheat, corn, or oats) in separate envelopes from their reports on other (nonspeculative) crops, plainly marking the first envelopes "A" and the others "B".

The envelopes marked "A" (containing reports on speculative crops) shall be placed, with their seals unbroken, in the safe, and there remain until the morning of the day on which the report of the Bureau is issued, when they will be delivered by the Secretary, or Assistant Secretary, to the Statistician. The envelopes marked "B" (containing reports on nonspeculative crops), which will be addressed to the Bureau of Statistics, can be opened when received and the data they contain used by the Statistician in computing estimates regarding the crops to which they relate, in advance of the day on which the Bureau's report is issued.

(c) The combination for opening the safe, in which the above documents are kept, shall be known only to the Secretary and Assistant Secretary of Agriculture.

Third. Reports of special field agents must be made and handled in the same manner as those of State statistical agents.

Fourth. On the day on which the report of the Bureau is issued, the Statistician's room, in which he establishes his final figures, must be kept locked, and no one not engaged in assisting him permitted to enter; also, those in the room must remain there until the report is issued, unless permitted to leave, temporarily, by the Secretary of Agriculture.

(a) No one shall be allowed in said room on the day on which the report of the Bureau is issued, except the Statistician, his associate, his stenographer, and the Secretary or Assistant Secretary of Agriculture, without permission of the Secretary of Agriculture.

(b) The final computations of the United States relating to cotton and speculative crops, based on the figures determined by the Statistician for the different States, shall be made by clerks locked in the room adjoining and opening into the Statistician's room, who shall not be permitted to leave said room until the issuance of the Bureau's report, without permission of the Secretary of Agriculture.

(c) The final computations for the United States, relating to non-speculative crops, may be made by clerks under the direction of the Chief of the Division of Domestic Crop Reports.

Fifth. The telegraphic reports of State statistical agents and of special field agents regarding cotton and other speculative crops must be addressed to the Secretary of Agriculture; those relating to nonspeculative crops should be addressed to "Olmsted."

(a) Telegraphic reports addressed to the Secretary of Agriculture shall be placed in the safe unopened and there remain until the morning of the day on which the Bureau's report is issued, when they will be delivered to the Statistician.

(b) Telegraphic reports addressed to "Olmsted" may be used as received by the Statistician prior to the date of the issuance of the report.

Sixth. Care of records. - The tabulation sheets and the sheets containing the preliminary and final computations of the Statistician and his associate relating to each monthly crop report, together with all letters and reports from State statistical agents, special field agents, or any one else, relating thereto, shall be filed in a library case, used exclusively for that special purpose, and kept locked therein, except when needed for use by the statistician or his associate.

(a) These records shall be so kept in the library case that all tabulation sheets, reports, letters, and computation sheets relating to any month shall be together and shall be wholly separated from those relating to any other month.

(b) The records shall not be accessible to any person other than the Statistician and his associate without an order from the Secretary or Assistant Secretary; except that tabulation sheets for a preceding year may be used by the Chief of the Division of Domestic Crop Reports for the purpose of copying the column headings and county weights when preparing blank tabulation sheets for future use.

Seventh. All telephones in the Bureau of Statistics must be disconnected before 9 a.m. of the day on which the Bureau's report is issued and so remain until after its issuance.

JAMES WILSON,

Secretary of Agriculture.

United States Department of Agriculture,

OFFICE OF THE SECRETARY.

[1905.—Department Circular No. 4.]

WASHINGTON, D. C., *September 25, 1905.*

TO OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE.

The following regulations are promulgated for your guidance:

Regulation I.—No officer or employee of the Government who is in a position, either to influence the award of a contract with the Department, or to cause purchases of supplies to be made for the Department, shall be interested in any firm, company, or corporation doing business with the Department.

Regulation II.—Officers or employees who are engaged upon investigations of special industries for the Department shall not be connected with, or interested in, any firm, company, or corporation whose scope of business includes the industry which the officer or employee is investigating for the Department; and an officer or employee engaged upon the above described work shall in no case allow his name, his work, or his connection with the Department to be used in promoting, or exploiting, or selling stock in, any firm, company, or corporation, the scope of whose business includes the special industry which such officer or employee is investigating for the Department.

Regulation III.—No officer or employee shall perform or be engaged upon work for private individuals, firms, companies, corporations, or institutions without the written consent of the Secretary, first had and obtained through the Chief of the Bureau, Office, or Division in which said officer or employee serves.

The purpose of this regulation is not to prevent officers and employees of the Department from performing proper work, outside of office hours, which does not interfere with or hamper work for the Department, but is designed to afford the Secretary an opportunity to pass upon the kind and quantity of outside work which may be permitted in order that such work shall not impair the usefulness of such officers or employees to the Government.

JAMES WILSON,
Secretary.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

To the Chiefs of Bureaus,

Divisions, and Offices:

It is my earnest desire, and I have so instructed the Department Editor, that the fullest consideration should be given to economy as regards style of Department publications, including typography, paper, illustrations, number of copies printed, binding, etc. Editions must be limited in size to a small number in excess of what is required for immediate distribution. This order is issued for the information of all chiefs who may submit matter for publication, and with the view of facilitating the work of the Editor in keeping down the expense of printing.

James Wilson

Secretary.

October 18, 1905.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

MAY 24, 1906.

TO OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

Beginning July 1, next, the vouchers for use of the Department of Agriculture will consist of the following-named forms, which have been approved by the Comptroller of the Treasury, and the fiscal regulations of the Department are amended accordingly:

Form 1.—Pay Roll for Personal Services in the District of Columbia.

Form 2.—Pay Roll for Personal Services outside of the District of Columbia.

Form 2a.—Subvoucher to Forms 1 and 2.

Form 3.—Voucher for Personal Services.

Form 4.—Voucher for Reimbursement for Traveling Expenses and Station and Field Expenses.

Form 4a.—Subvoucher to Form 4.

Form A.—Voucher for Purchases and Services other than Personal.

Form B.—Voucher for Advertising and Authority to Publish Advertisement.

Form C.—Voucher for Passenger and Freight Transportation. (This form has not yet received the approval of the Comptroller.)

In view of the record of disbursements kept in the Cash Books, the Disbursing Ledger, and on Card Records in the Disbursing Clerk's Office, and in the various Bureaus and Divisions of the Department, the rendition of these forms *in duplicate* is no longer required. One copy is considered sufficient, as the original vouchers only are complete, since it is to them that the subvouchers are attached, and they are always accessible in the files of the Auditor for the State and other Departments should reference to them be necessary. It is believed that unnecessary burden is placed upon employees of this Department by requiring them to prepare, audit, certify, and receipt the duplicate vouchers. The number of signatures of certifying officers will be reduced one-half, and the labor and use of space incident to the filing of duplicate vouchers will be obviated. The discontinuance of the duplicate voucher will also simplify and reduce the work imposed on private firms in rendering their accounts against the Department.

The only exception to this will be in the case of vouchers for use of Temporary Special Disbursing Agents in the field, which provide for a "memorandum duplicate." This memorandum duplicate is not to be signed and will be detached from the voucher when sent to the Department and retained by the Temporary Special Disbursing Agent as a protection in the event of the loss of the original vouchers in the mail.

James Wilson

Secretary.

700

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

January 18, 1908.

Chief,

Bureau of _____

Dear Sir:

I have the following letter from the President:

"My dear Mr. Secretary:

I have received from the Senate of the United States the following communication:

'In the Senate of the United States
January 16, 1908.

'Resolved, That no communication from heads of departments, commissioners, chiefs of bureaus, or other executive officers, except when authorized or required by law, or when made in response to a resolution of the Senate, will be received by the Senate unless such communication shall be transmitted to the Senate by the President.

'Resolved, That a copy of this resolution be communicated by the Secretary of the Senate to the President and the House of Representatives.'

"You will govern yourself accordingly; and hereafter when any resolution of the Senate is received by you, you will transmit it to me for my direction in reference thereto.

"Sincerely yours,

(Signed) Theodore Roosevelt."

All Chiefs of Bureaus, Divisions and Offices in the Department of Agriculture will govern themselves accordingly, and if in any doubt as to the scope of this instruction will consult me.

James Wilson
Secretary.

DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

January 1, 1914

My dear Sir:

I have the honor to acknowledge the receipt of your letter of the 27th inst.

and in reply to inform you that the same has been forwarded to the

proper authorities for their consideration.

I am, Sir, very respectfully,
Yours very truly,

W. L. G. [Signature]

Enclosed for you are two copies of the report of the

Commissioner of Plant Industry for the year 1913.

I am, Sir, very respectfully,

Yours very truly,

W. L. G. [Signature]

Enclosed for you are two copies of the report of the

Commissioner of Plant Industry for the year 1913.

I am, Sir, very respectfully,

Yours very truly,

W. L. G. [Signature]

202

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

TO THE CHIEFS OF BUREAUS, DIVISIONS, OFFICES, AND THE FOREST SERVICE:

The following copy of a letter from the U. S. Civil Service Commission is forwarded to you for your information and guidance in recommending requests for transfers from other Departments and Offices to the Department of Agriculture.

Respectfully,

James Wilson

Secretary of Agriculture.

FEBRUARY 27, 1908.

UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C., February 25, 1908.

The Honorable

The SECRETARY OF AGRICULTURE.

SIR:

The Commission desires to invite your attention to the subject of transfers. This circular letter is written for the reason that in some Departments and offices and in some cases the reasons which form the basis of a request for a transfer do not accompany the request and are ascertained only after correspondence and delay resulting in needless inconvenience and work, both for appointing officers and the Commission.

Section 2 of the civil service act contains the following provision in relation to the civil service rules and the method of filling positions:

"Said rules shall provide and declare, as nearly as the conditions of good administration will warrant * * * that all offices, places, and employments so arranged or to be arranged in classes shall be filled by selections according to grade from among those graded highest as the results of such competitive examinations."

The filling of a position by transfer is a departure from the general method prescribed by law. It can be justified only when the conditions of good administration will be more fully met by transfer than by original appointment. Every provision of the transfer rule, whether restrictive or permissive, was designed to harmonize with this conclusion.

A restriction on transfers far more general and positive than had ever appeared in the civil service rules was made by Congress in section 5 of the Legislative, Executive and Judicial appropriation act, approved June 22, 1906, which prohibited the transfer of any classified employee from one Department to another Department until he shall have served three years in the Department from which he desires to be transferred.

In view of the facts above set forth, the Commission urges that each request for a certificate for transfer be accompanied by a statement of all facts which render the transfer desirable or necessary. Especial attention is invited to the notes appearing at the foot of the blank request for transfer.

The Commission can not properly pass upon the permissibility of a transfer, as it is required to do by the rules, until it is in possession of all the reasons favoring the transfer, and a full statement of such reasons in connection with each request will greatly expedite action by this office and obviate the necessity for further correspondence.

By direction of the Commission:

Very respectfully,

(Signed)

JOHN C. BLACK,

President.

United States Department of Agriculture,
Washington, D. C.

MAY 21, 1908.

TO CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

The gradually increasing demand for printing required by the Department without any corresponding increase in the appropriation for the ensuing fiscal year emphasizes the necessity for the practice of the most rigid economy in every detail in the printing of blanks, blank books, bulletins, circulars, pamphlets, etc. Every blank should be carefully scrutinized, and after the necessity for it has been established it should be printed in the most economical size and style. As regards publications, the effort should be to condense the subject-matter to the fewest possible words, and in the printing of the same every device for reducing the cost should be employed, and mechanical make-up and uniformity of style, however desirable when possible, must be sacrificed in the interest of economy. Circulars should be published without covers, title pages, organization lists, contents, lists of illustrations, or other unnecessary matter.

As regards blanks, considerable money could be saved by the use of less expensive paper. There are very few blanks which require linen ledger, the ordinary white writing paper being suitable. For blank books, good heavy ledger will generally meet all requirements.

The order of the Secretary relating to corrections in proof should be strictly enforced, as the editing in proof, if permitted, may add one-third—and in some cases even more—to the cost of a publication. Only absolutely necessary alterations should be permitted. Great care should be exercised in the selection of illustrations for publications. Only those should be used that convey some meaning that can not be expressed in words.

The Division of Publications is hereby authorized and enjoined to enforce the most rigid economy in the printing and binding required by the Department, and the Department Editor is empowered to do everything which may, in his judgment, reduce the expense of the work without detracting from the quality thereof, the object being to secure the greatest amount of the best work from the fund appropriated.

Chiefs of Bureaus, Divisions, and Offices should cooperate with the Division of Publications in the carrying out of the recommendations herein made.

W. M. HAYS,
WILLIS L. MOORE,
GEO. WM. HILL,
Advisory Committee.

Approved May 23, 1908:

JAMES WILSON,
Secretary.

(COPY)R

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

213 $\frac{1}{2}$

July 30, 1908.

To Chiefs of Bureaus, Divisions, and Offices:

Until otherwise ordered by the Secretary of Agriculture, employees of the Department taking part in the Graduate School of Agriculture, at Cornell University, are authorized to receive the honorarium given by the University for these services.

Very respectfully,

(Signed) W. L. Moore,

Acting Secretary.

TO THE CHIEF OF BUREAU, DIVISION OF PLANT INDUSTRY

FROM THE CHIEF OF BUREAU, DIVISION OF PLANT INDUSTRY

RE: [Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

EXECUTIVE ORDER.

It is hereby ordered that hereafter no officer, clerk, or employee in the executive service of the Government (except postmasters at offices of the fourth class and rural carriers,) who is also a notary public, shall charge or receive any compensation whatever for performing any notarial act for an officer, clerk, or employee of the Government in his official capacity, or for any person when, in the case of such person the act is performed during the hours of such notary's service to the Government. Disobedience of this order shall be ground for immediate dismissal from the service.

This order shall not apply to oaths of disinterestedness or oaths required to be made by law, provided that the work in connection therewith is not performed during office hours.

For the purposes of this order, the expression "office hours" shall be construed to include the half hour allowed each working day for luncheon.

(Signed) THEODORE ROOSEVELT

The White House,

November 24, 1908.

(No. 977.)

United States Department of Agriculture,
Committee on Buildings.

Washington, D. C., December 9, 1908.

MEMORANDUM RELATIVE TO HEATING AND VENTILATING
ARRANGEMENTS IN ROOMS OF NEW LABORATORY BUILDINGS.

(1) Rooms are heated by air admitted through the registers near the outside walls, approximately 8 ft. above the floor, which registers should always remain open.

(2) Vitiating air leaves the rooms through the bottom registers near the corridor walls, and these registers should always be open.

(3) The top registers near corridor walls are for drawing air from the rooms when same are overheated. These registers should be closed except when, due to the failure of some part of the system to operate properly, the room becomes overheated. These top registers are available for ventilation in the summer months.

(4) The thermostat in each room on corridor wall adjacent to door pneumatically operates a diaphragm valve in the subbasement which controls a pair of mixing dampers, mixing in a proper proportion, heated and tempered air to maintain a desired temperature in the room. All thermostats are set for a room temperature of 70° F., and no adjustment of these thermostats should be made except by the chief engineer, who will investigate any failure of the thermostats to operate satisfactorily.

(5) The openings on the side walls provided with wood covers are for hood ventilation, and these covers should not be removed except for the above-named use.

B. T. GALLOWAY,

Chairman, Committee on Buildings.

United States Department of Agriculture
Committee on Agriculture

Washington, D.C., December 9, 1908.

REPORT OF THE COMMITTEE ON AGRICULTURE
AND FORESTRY TO THE HOUSE OF REPRESENTATIVES

(1) The Committee on Agriculture and Forestry, created by the act of March 3, 1879, and reorganized by the act of March 3, 1907, has the honor to submit to the House of Representatives its report for the year 1908.

(2) The Committee on Agriculture and Forestry, created by the act of March 3, 1879, and reorganized by the act of March 3, 1907, has the honor to submit to the House of Representatives its report for the year 1908.

(3) The Committee on Agriculture and Forestry, created by the act of March 3, 1879, and reorganized by the act of March 3, 1907, has the honor to submit to the House of Representatives its report for the year 1908.

(4) The Committee on Agriculture and Forestry, created by the act of March 3, 1879, and reorganized by the act of March 3, 1907, has the honor to submit to the House of Representatives its report for the year 1908.

(5) The Committee on Agriculture and Forestry, created by the act of March 3, 1879, and reorganized by the act of March 3, 1907, has the honor to submit to the House of Representatives its report for the year 1908.

T. T. GARDNER,

Chairman, Committee on Agriculture.

(COPY)R

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

247

January 10, 1910.

Dr. A. D. Melvin,

Chief, Bureau of Animal Industry.

Dear Doctor Melvin:

In the future please submit to the Editor and Chief of the Division of Publications any matter that may be prepared in your Bureau for distribution to the press, as I desire that the same be brought to my attention and receive my approval before publication or dissemination.

Very respectfully,

(Signed) James Wilson

Secretary.

File 252
November 11, 1910.

Regulation EXECUTIVE ORDER. the Bureau of Animal
Industry transferred from one official station to
another for permanent duty, when authorized by the

It is hereby ordered that all per diem employees and other day
laborers in the federal public service, wherever employed, whose
employment extends through and beyond the first Monday in September,
commonly known as Labor Day and set apart as a legal public holiday
for certain branches of the public service by the Act of June 28,
A.D., 1894, be excused from work on said day, and the said day is
declared to be a holiday for all purposes for said per diem employees
and laborers.

Provided, however, that this order shall not apply to any bureau
or office of the Government, or to any of the clerks or other employees
thereof, that may for special public reasons be excepted therefrom
by the head of the Department having supervision or control of such
bureau or office, or where the same would be inconsistent with the
provisions of existing law.

Secretary.
WM. H. TAFT.

THE WHITE HOUSE,

August 24, 1910.

(No. 243.)

EXECUTIVE ORDER.

It is hereby ordered that all per diem employees and other day laborers in the federal public service, wherever employed, whose employment extends through and beyond the first Monday in September, commonly known as Labor Day and set apart as a legal public holiday for certain branches of the public service by the Act of June 28, A.D., 1894, be excused from work on said day, and the said day is declared to be a holiday for all purposes for said per diem employees and laborers.

Provided, however, that this order shall not apply to any person or office of the Government, or to any of the clerks or other employees thereof, that may for special public reasons be excepted therefrom by the head of the Department having supervision or control of such person or office, or where the same would be inconsistent with the provisions of existing law.

WM. H. TAFT.

THE WHITE HOUSE.

August 24, 1910.

(No. 243.)

(Copy)
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

2541
File in Order
Book
November 11, 1910.

Regulation: Employees of the Bureau of Animal Industry transferred from one official station to another for permanent duty, when authorized by the Chief of the Bureau, may be allowed, as a part of their compensation, actual traveling expenses and freight and drayage charges for the transportation of their household goods, not exceeding 3500 lbs.

The shipment must be made on the Department Bill of Lading, and the account must be accompanied by a certificate by an officer best qualified to make it, that the property is the household goods of the employee, and it is exclusively his property, and that the transportation was furnished on the occasion of a permanent transfer of the employee to a new official station.

(Signed) James Wilson

Secretary.

Copy sent Newmyer 4/7/12
JRB

256

EXECUTIVE ORDER.

It is hereby ordered that those employees of the several Executive Departments and independent government establishments in the District of Columbia who are members of the organizations which are to participate in the parade in connection with the unveiling of the statue of Baron Frederick William von Steuben on Wednesday, December 7, 1910, may be excused from duty for that purpose.

(Signed) Wm. H. Taft

The White House
December 6, 1910.

W. H. Taft
B. Woodward
W. H. Taft
W. H. Taft

EXECUTIVE ORDER.

It is hereby ordered that those employees of the several Executive Departments and independent government establishments in the District of Columbia who are members of the organizations which are to participate in the parade in connection with the unveiling of the statue of Baron Frederick William von Steuben on Wednesday, December 7, 1910, may be excused from duty for that purpose.

(Signed) Wm. H. Taft

The White House
December 6, 1910.

W. H. Taft
W. H. Taft
W. H. Taft